

United States Bankruptcy Court  
Eastern District of Missouri

## **Filing Requirements - Chapter 13**

The following documents must be filed to commence a case under Chapter 13.

### **Chapter 13 - Filing Fee \$310.00**

1. Voluntary Petition (Official Form 101)
2. Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum) (due within 14 days)
3. Schedules (Official Forms 106 series) (due within 14 days)
4. Declaration About an Individual Debtor's Schedules (Official Form 106Dec) (due within 14 days)
5. Statement of Financial Affairs (Official Form 107) (due within 14 days)
6. Chapter 13 Plan (Local Form 13) (due within 14 days)
7. Attorney Compensation Disclosure (Fed. R. Bankr. P. 2016(b)) (due within 7 days)
8. Chapter 13 Attorney Fee Election Form (CM/ECF Virtual Event - no document needs to be uploaded) (due within 14 days)
9. Matrix and Verification of Creditor Matrix (Local Form 2)
10. Credit Counseling Certificate or a Motion for Exemption (Bankruptcy Code §§ 109(h) and 521(b)) (due immediately unless Petition item #15 indicates that the Credit Counseling Certificate will be filed within 14 days)
11. Statement of Current Monthly Income and Disposable Income Calculation Form (Official Form 122 C-1, and, if necessary, 122 C-2) (due within 14 days)
12. Filing Fee or Application to Pay Filing Fee through the Plan
13. Bankruptcy Petition Preparer's Notice, Declaration, and Signature (Official Form 119) (individuals only, if applicable based on page 8 of the Petition)
14. Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition (Bankruptcy Code § 521(a)) (to be included in Item 13 of Schedule I and Item 24 of Schedule J)(due within 14 days)
15. Records of any interest in an educational Individual Retirement Account or state tuition program (to be included in Item 24 of Schedule A/B and filed separately) (individuals only) (due within 14 days)
16. Statement About Your Social Security Numbers (Official Form 121) (due with petition or show cause hearing)

Revised: 12/2015